

26 December 1973

MEMORANDUM FOR: Directorate Support Officers

FROM : Acting Chief, [REDACTED]  
Activity, OC

25X1A

SUBJECT : Shortage of Gray Telephone Lines and  
Instruments

1. Our Gray Telephone System is subscribed to capacity. As a result, we will be unable to honor requests for new service unless we can retrieve some of the lines which are infrequently used. In addition to the shortage of lines, our stock of Gray telephone instruments has been exhausted and we are unable to immediately procure a resupply from the vendor because of his backlog of orders.

2. We believe that there are many offices that have Gray lines which are infrequently used and can be relinquished. At the same time we know there are offices which have a valid requirement for Gray telephone service but that have instruments within their office which are seldom used and can be turned in to meet more pressing needs.

3. We are therefore asking you to announce this problem at your Directorate staff meeting and request any office that can give up Gray lines or telephone instruments to forward a memorandum to the Chief, [REDACTED], OC authorizing their removal.

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[REDACTED]  
Office of Communications

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